

MINUTES OF VANCOUVER POETRY HOUSE

Place: Virtual Meeting Room

Date: June 4th 2023 16:00/4pm

Board Members Attending: Leslie Stark, amanda eagleson, Parv sachdeva, Nicolas Cote

Staff: Johnny Trinh, Colleen Brown

Guest(s):

Lucy Yang

Motions:

- Motion to accept the changes suggested by Colleen to the communicable diseases policy (staff to adhere to host venue policy.
People are told to stay home if not well. Masks are available.
50% of artist fee to be paid out for when artist calls in sick) with the exception of keeping a single mic cover with an option for mic users to have their own and keeping in mind guidance from other theater "best practices".

Seconded, the motion passed unanimously.

- Motion to end the meeting.

Action Items:

- Amanda to Re-send the VanCity contact information to Parv
- Colleen will look into booking room at Woodward's
- Amanda to send out membership reminders
- Colleen will do a social media poster regarding the AGM
- Lucy will be sent information regarding joining the board and membership (Leslie and Colleen)
- Amanda to send out last 5 year plan (Leslie to consider/share strategic planning options/provide resources)


Call to Order: 16:05

Adjourned: 17: 28

Chair(s): Leslie

Agenda Item	Discussion and Decisions
<p>1a) Approve May Minutes Minutes</p> <p>1b) Action Item Updates from May:</p> <p> Action Items From May:</p> <ul style="list-style-type: none"> • Having sent docs HUMAN RIGHTS CODE,CANADIAN CHARTER OF RIGHTS AND FREEDOMS AND LABOUR LAWS SURROUNDING THESE CODES, The Employment Code for BC, UNDRIP and the Truth and Reconciliation Commission: Calls to Action, and carfac https://www.carfac.ca/tools/fees/ Amanda to now send out a Google Form for board to acknowledge these have been read • Add Parv as signer <p>1c) AGM Conversation: AGM, Hybrid (room use) / Membership reminders/ Voting/Masking policy/reports/Date</p>	<p>It was decided to move these to an online vote (or for the next meeting) as they were sent with less than one weeks' notice</p> <p>The was completed with all docs sent and an acknowledgement form.</p> <p>This was not done yet. There was a failure to meet-up as a group. Amanda will resend the Vancity Contact information to Parv</p> <p>AGM to be August 12th 2023 13:00. It will be Hybrid. Room use, ideally one of the upstairs rooms at Woodward's. For the in-person portion masks should be mandatory (and provided)</p>
<p>2) GM Report :</p>	<p>Amanda presented the following: As the GM Report offers a comparison of the financials of various years (from 2019 through Covid/YTD 2023) an open link was added HERE</p> <p>For context Colleen presented: 2019 is often the "comparison year" (as it's the last pre-Covid</p>

	<p>year).</p> <p>It should be acknowledged though that the landscape has changed a lot, primarily with the increase in Insurance Expenses (as well as taxes with the GM and AD on Payroll). Additionally there have been significant wage increases.</p> <p>Wage increases occurred during a time where box offices did go down, and while Government Funding was increased wage increases (which were needed) outpaced this.</p> <p>A strategic planning meeting is needed (regarding the funding model/a reasonable sustainable longterm model)</p> <p>Staff is working on increasing Box Office sales, funding/grants.</p> <p>The last strategic plan was created in 2019 (that went across 5 years). But it was made in 2019 (prior to the pandemic and results of the pandemic). Another is needed.</p> <p>Johnny Presented:</p> <p>The work of Trevana and Alex (in building up the live slam) has shown how important the Monday Night Slam is.</p> <p>We are trying to keep going through the Summer (where other slams are going on hiatus)</p> <p>With staff departing positions (prior to the festival) and the venue changes that took place during the festival. There was less time (as a result) to devote to funding.</p> <p>Ideally a strategic meeting should take place soon but with enough time for any new Directors (post AGM) to acclimate.</p> <p>Having a leader (from outside org.) take the lead</p>
3) AD Report :	<p>Johnny presented the Following:</p> <p>With current (slam) staff Issues, instructional docs are set up (so event can be run with minimal staff). July is booked.</p> <p>August-programing changes (Hybrid programing</p>

	<p>may be cutback – when there is outdoor programming) Last WordPlay bookings coming in Youth Role (being looked at) Tetrad Tongues event went very well</p> <p>Theme: learning and remembering (next years' Verses)</p>
4) Financials:	<p>Link to April Balance was provided. ***The GM reported (above) gave broader insight to the financial situation Currently Laura (Financial Adviser) is being paid out through the Summer months</p> <p>Fundraising campaigns historically in the organizations have been more successful with community engagement than the raising of funds.</p> <p>This is beneficial but there is also a need for more macro level thinking re: fundraising</p>
<p>5) Anti-racism work: Policy conversation (DATE Set for June Policy Meeting) Review where we are as of last policy meeting</p> <p>Link to copy of “shared policy work”:  Copy for group edit VPH POLICY MAN...</p>	<p>We had a meeting this past month (May) and will do another in June working through the process of finalizing the Policy Manual (per the recommendations of the anti-racism audit).</p> <p>*June 17th 4pm</p>
6) Wordplay/Youth Cord check in (if there are updates)	<p>Johnny presented/clarified: Youth coordinator role. There has been conversation with Johnny M regarding Hullabaloo. There is not enough established at this point to go into in depth at this time. It is hoped that the roster.</p>
7) “Covid Safety” protocol per GM’s email	<p>Per Colleen’s email. The suggestions made were for a review of our current communicable diseases policy.</p> <p>To have staff adhere to host venue policy. People stay home if not well. Masks available. 50% of artist fee to be paid out.</p>

	<p>**Mic covers: have not been used consistently (though that is the aim in theory)</p> <p>Provide covers (but don't make it mandatory) OR have <u>one</u> used a night (removed at the end of the night) and if someone wants another, it's an option.</p> <p>Moreover handovers (of cover from volunteers) could increase communicability. The above method seems more beneficial and less performative.</p> <p>Windows open at venue and artists staying home are the most beneficial points.</p> <p>24 hours given as the Timeframe for calling in sick (with payment)</p> <p>Johnny will be checking in regarding theater best practices</p> <p>Motion to accept the changes suggested by Colleen to the communicable diseases policy (staff to adhere to host venue policy. People are told to stay home if not well. Masks are available. 50% of artist fee to be paid out for when artist calls in sick) with the exception of keeping a single mic cover with an option for mic users to have their own and keeping in mind guidance from other theater "best practices".</p> <p>Seconded, motion passes unanimously. Ongoing conversations are happening between the immunocompromised community.</p> <p>There will likely not be engagement until our outdoor programming is taking place.</p> <p>The move to Community kept the program going (we would have had to shutter had the</p>
--	--

	revenue increase of that location not been an option)
8) Discussion national Indigenous day	<p>Johnny presented the following: A potential stream of indigenous content on the website (with artist permission for the purpose of promotion)</p> <p>The board received this idea positively.</p>
9) Other	**Colleen will check in with Shannon regarding financials